

## EXHIBIT 6.1: CULTURAL RESOURCES LETTER REPORT FORMAT AND CONTENTS

*When Caltrans has an undertaking on or affecting Tribal Lands, the Section 106 Programmatic Agreement (Section 106 PA) does not apply.* In this situation and for other federal undertakings for which the Section 106 PA does not apply, Caltrans uses the Cultural Resources Letter Report (Letter Report) format to consider cultural resources that normally would be exempted under [Section 106 PA Attachment 4](#). The Letter Report is used to justify that certain historical archaeological and built environment cultural resources are not eligible for inclusion in the National Register of Historic Places (National Register).

It is reserved for cultural resources that *clearly* lack significance either due to loss of integrity or the absence of historical associations or research values that would qualify the cultural resource as eligible for inclusion in the National Register of Historic Places or would make it a historical resource for purposes of CEQA. [Section 106 PA Attachment 4](#) may be used for guidance to document that a resource clearly is not National Register eligible:

- When archaeological resources are the subject of the letter report, a Caltrans PQS archaeologist at the Co-PI level or above or appropriately qualified consultant who meets the standards in [Section 106 PA Attachment 1](#) completes the Letter Report.
- When the cultural resources in question are minor, ubiquitous or fragmentary infrastructure elements, or are less than thirty years old, a Caltrans PQS archaeologist at the Co-PI level or above, Caltrans PQS at the architectural historian level or above, or appropriately qualified consultant who meets the standards in Section 106 PA Attachment 4 completes the Letter Report.
- For architectural and historical resources that are between 30 and 50 years of age, fifty years old or older and have been moved in the past fifty years, or fifty years old or older and have been altered, a Caltrans PQS at the architectural historian level or above or qualified consultant who meets the standards for architectural historian outlined in Section 106 PA Attachment 4 completes the Letter Report.

The Letter Report is then peer reviewed by a Caltrans PQS in the same discipline at the same qualification level or above. Attach the Letter Report to the Historic Property Survey Report (HPSR) or Historical Resources Compliance Report (HRCR), as appropriate.

As this letter report follows standard Caltrans correspondence guidance, include the appropriate information as follows:

- **Date:** Enter the date the report is finalized (following required peer review).
- **Project Reference:** Indicate the district, county, route, post mile and kilometer post limits, project name, and expenditure authorization.
- **Addressee:** List the name title, office name and location of the Caltrans Environmental Branch Chief for whom the report was prepared.
- **Evaluator:** A Caltrans PQS at the Co-PI level or above or an appropriately qualified consultant must sign the letter report.

Include the following information in the body of the letter:

- **Scope and Purpose:** Succinctly describe the scope of the undertaking, referring to the HPSR for detailed descriptions. .
- **Research Methods:** Describe sources consulted and field inspection methods. Refer to the project ASR or HRER as appropriate to eliminate redundancies.
- **Historical Background:** Discuss available information regarding the historical associations and use of the property. If a detailed historical context or research discussion is necessary, the letter report is not appropriate.
- **Description of Resource:** For archaeological sites, briefly describe the physical remains present at the site and its condition vis-à-vis the seven aspects of integrity, but refer to the DPR 523 forms for detailed descriptions. For architectural and historical resources briefly describe the property type, its date of construction, date moved, date of alterations, as appropriate (e.g., single-family residence built in 1977).
- **Statement of Non-Significance:** Provide a cogent statement of the reasons why this cultural resource is clearly not eligible for the National Register and also is not a historical resource under CEQA.
- **Attachments:**
  - Vicinity Map (unless provided in HPSR and identified as such)
  - Project Location Map (Portion of USGS 7.5' quadrangle), unless provided in HPSR and identified as such
  - Appropriate DPR 523 form(s).